

The Scottish Rite Foundation of Texas
Lee Lockwood Scottish Rite Library & Museum
Caterers' Guidelines

➤ **General Information**

Equipment available:

48" round tables - 21
60" round tables - 60
8' rectangular tables – 20
6' rectangular tables - 15
5' rectangular tables - 5
30" Cocktail Tables – 6
Chairs
Coffee Maker & Tea Maker
Ice Machine
Dishwasher for rinsing only
44-gallon trash containers
Broom
Mop
Vacuum cleaner

Howard Ballroom – maximum capacity 650 people (including 24 at head table and wait staff)

Small Dining Room – maximum capacity 96 people (including 6 at head table)

➤ **Other Information and Requirements**

- Final arrangements for set up will be made five business days in advance of the event. (any changes after that can incur additional charges).
- Access to the building for the purpose of set up will be available the day of the event. Unless other arrangements have been made prior to event date.
- Kitchen facilities exist in the dining room for the preparation and serving of food. **Food cooking is prohibited.**
- **The use of propane in a quantity larger than a 4-ounce tube is prohibited by the order of the Fire Marshall.**
- Caterers will have two hours for clean up at the conclusion of the event. The caterer at the conclusion of the event will remove all items brought into the building for use of the caterer.
- The facility will be left in the same condition as it was found. **This includes sweeping, mopping the kitchen floor and cleaning the kitchen countertop.**
- **Trash will be removed from the premises at the conclusion of the event. (There will be a \$25 fee for the use of our dumpster, if required). The use of trash bags is required. Please bring an adequate supply of 50 gallon trash bags for your needs.**
- The person responsible for cleanup is required to have a final walk through with The Foundation personnel before leaving.

For information:

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